# Job Title: Property Officer

**Department:** Police

**Immediate** 

**Supervisor:** Property and Evidence Supervisor

<b>Origination Date:</b>	05/03/2011
<b>Revision Date:</b>	07/01/2012
Job Grade	804
FLSA Status	Non-exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Receives, preserves, stores, issues, transfers and disposes of personal/non-personal property, and evidence impounded following City, State and Federal requirements. Maintains the integrity of evidence for prosecution. Duties are performed with minimum supervision. Work is performed by following prescribed guidelines, laws, and police department rules and regulations.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Receives items of evidence collected by police officers, checks inventories and logs of evidence to store all items in an orderly manner for quick retrieval, preserving the chain of custody and evidentiary integrity.
2	L	Maintains the integrity of evidence by documenting the chain of evidence properly and storing and preserving evidence by department and court standards, testifies in court as necessary regarding the chain of evidence and integrity of property storage/retrieval.
3	M	Prepares paperwork and transports property to other agencies and crime labs by responsibly driving city vehicles; lifting and loading property to maintain integrity and prevent damage; and being familiar with outlying facilities and analysis labs.
4	M	Distributes property. Prepares distribution of property by obtaining proper disposition through the courts or city policy, determining if property can be sold at auction or needs to be destroyed, and releases and transports property to appropriate destruction sites or approved auction locations.
5	S	Packages evidence including: tagging and marking property received and entering into the computerized property inventory; packaging property/evidence properly based on state and department guidelines, including receiving, storing, and logging money, narcotics, and firearms and other items of a sensitive nature in an appropriate manner to ensure security and preserve integrity.
6	S	Responds to inquiries regarding property in a professional and polite manner including: responding to officers upon request for property or evidence in person or by computer; responding to citizens regarding property in department custody; following proper procedures when releasing property to maintain chain of evidence and document property return. Answers/responds to citizen inquiries and complaints over the telephone and in person regarding the release and/or disposition of property.

	Physical Strength Code	ESSENTIAL FUNCTIONS
7	S	Instruct and train new personnel assigned to the Police Department; conduct both formal and informal property function training for recruits, as needed, and as continuing education.
8	S	Performs fingerprinting, and provides general back up and support of the Forensics function such as responding to crime scenes and search warrant sites as directed to assist with the secure collection and storage of property and evidence at the direction of the lead crime scene/search warrant officer, detective, or supervisor. Assists as necessary while on scene by packaging evidence, maintaining evidence log, moving evidence from scene to appropriate secure location.

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### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write reports, proposals, worksheets, and letters.
Managerial	Semi-complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized
Technical Skills	Comprehensive Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	<ul> <li>☒ File drawers</li> <li>☐ Equipment</li> <li>☒ Tables and chairs</li> <li>☐ Hoses</li> </ul>
Fine Dexterity	□ N □ R □ O □ F ☑ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☐ Calculator</li><li>☐ Calibrating equipment</li></ul>	Climbing	□ N □ R ☑ O □ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☒ To other departments/offices</li><li>☒ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☐ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☑ Equipment</li><li>☑ Files</li></ul>	Foot Controls	□ N □ R ⋈ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy</li><li>equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies     ⊠ Equipment     ⊠ Files	Balancing	□ N □ R ⋈ O □ F □ C	<ul><li>☑ On ladders</li><li>☐ On equipment</li><li>☑ On step stools</li></ul>
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☐ Meetings ☑Driving	Bending	□ N □ R ⊠ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☐ Making repairs</li></ul>
Reaching	□ N □ R □ O ⊠ F □ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N □ R ⊠ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>
Handling	□ N □ R □ O ⊠ F □ C	<ul><li>☒ Paperwork</li><li>☒ Monies</li></ul>	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via     telephone/radio, to     co-workers/public     □ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R ⋈ O □ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	,	•	,

Dhysical Domands (continue	,d)							
Physical Demands (continue								
Machines, Tools, Equipmen								
Telephone, fax machine, calculator, cop	pier, bar code sca	anner, and vehi	cle					
<b>Computer Equipment and S</b>	Software:							
Personal computer, printer, scanner, rel								
Environmental Factors								
Environmental Factors:  Environmental Condition	nns	Never	Seasonal	ly Several	Times	Several Ti	mes	Daily
Environmental Condition	0113	Tiever	Seasonar	Per Mo		Per Wee		Duny
Extreme temperature			-					1
(heat, cold, extreme temp. changes f work)	rom outside		×					
Wetness and/or humidity			×					
(bodily discomfort from moisture)						Ш		
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)							X
Noise and vibration	111)	×						
(sufficient to cause hearing loss)						Ц		ш
Physical hazards (high voltage, dangerous machinery	aggressive	$\boxtimes$						
prisoners, patients – <u>not customers</u> )	, uggressive							1
Health and Safaty Condition	200							
Health and Safety Condition  Health and Safety Conditions	N = Never	R = Rarel	v 0=	Occasionally	F=	Frequently	C =	Constantly
Treath and Surety Conditions	Never	Less than	•	or more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek	the time	of	the time	1	he time
Mechanical hazards	<u> </u>	×						
Chemical hazards Electrical hazards				$\boxtimes$				
Fire hazards								
Explosives		×						
Communicable diseases		X						
Physical danger or abuse		X						
Other (specify)								
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	od Centers							
Protective Equipment Requipment Safety glasses, breathing mask, latex gl								

### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations				$\boxtimes$
Frequent Change of Tasks		×		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously		×		
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment			$\boxtimes$	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
City Manager	John F. Fischbach	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.